



# School Nutrition Skills Development Courses (SNSDC) Summer 2019

## Course Descriptions

Length	Course Title and Description	Professional Standards	DPI GOALS Professional Development
2 hours	<p><b>The Administrative Review and You (Nutrition Focus): Meal Pattern and Nutritional Quality</b></p> <p>This course is for Food Service Directors and menu planners of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) who have an upcoming Administrative Review (AR). We will discuss what to expect before, during, and after your AR. You will leave this class with a better understanding of the documentation that must be submitted prior to the AR (including production records, menus, standardized recipes, product labels, and crediting documentation), and understand how your reviewer will work with you to determine your menu's compliance with the meal pattern requirements. We will also discuss how your reviewer will assess Smart Snacks compliance, including a la carte options and fundraisers held at the review site(s). If your school is scheduled for an AR in school year 2019-20 and you oversee the food service department, you should attend this session.</p>	Administration: 3260	Does not apply
2 hours	<p><b>The Administrative Review and You (Admin Focus): Counting, Claiming, Resource Management, and General Compliance</b></p> <p>This course will remove the stress from the Administrative Review (AR) by offering guidance on the review process, what to expect during the offsite and onsite parts of the review, and how to best prepare for the AR. Topics include counting and claiming, edit checks, civil rights, food safety, wellness policies, eligibility and benefit issuance, and will answer general questions about the review itself. Participants will review the AR checklist and learn about the friendly and helpful consultants that will assist them throughout the process. If your school is scheduled for an AR in school year 2018-2019, you should attend this course.</p>	Administration: 3260	Does not apply




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<b>2 hours</b> 	<b>Smart Snacks</b> This interactive course will provide an overview of the Smart Snacks rule, discuss frequently asked questions, and review available resources. We will explore what has worked well in Wisconsin schools and provide an opportunity for attendees to brainstorm solutions to common challenges. This course will be beneficial for food service directors, business managers, principals, and fundraising leaders in the district.	<b>Administration: 3230</b>	Smart Snacks (1 hour) + 1 hour elective <b>This course is required to obtain a Director GOALS Certificate of Excellence.</b>
<b>2 hours</b>	<b>Managing the School Nutrition Budget</b> <i>previously Managing the Bottom Line</i> Are you managing your financial resources to maximize the positive impact your programs have on kids? This course will cover budgeting basics, how to maximize reimbursement while controlling costs, and offer strategies to increase participation through savvy marketing and customer service. This course is designed for food service directors/managers, bookkeepers, business managers, principals, and other school agency personnel with administrative responsibilities for school nutrition programs.	<b>Administration: 3300</b>	2 hours elective
<b>2 hours</b>	<b>Feeding Infants and Pre-K in School Nutrition Programs</b> Do you serve meals to infants or children in pre-k or childcare programs under the NSLP and the SBP? This course will cover the updated Child and Adult Care Food Program (CACFP) meal pattern that went into effect on October 1, 2017, for infants and students not yet in kindergarten. We will provide an overview of the meal pattern and answer frequently asked questions. We will also discuss the common challenges with implementing this program in schools and the resources available.	<b>Nutrition: 1110</b>	2 hours elective
<b>2 hours</b> 	<b>Meal Pattern</b> This 2 hour course content was previously covered in the Whole Enchilada. We cover the lunch and breakfast meal pattern in its entirety, including the five food components and their required amounts per age group.	<b>Nutrition: 1110</b>	Meal Pattern (2 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>




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<b>2 hours</b> 	<b>Standardized Recipes</b> This 2 hour course content was previously covered in the Whole Enchilada. Here we will discuss the importance of standardized recipes, when they are required, and how to create one. Bring along your recipes if you have questions!	<b>Operations: 2110</b>	Standardized Recipes (2 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>
<b>2 hours</b> 	<b>Production Records</b> This 2 hour course content was previously covered in the Whole Enchilada. In this course we will discuss the importance of production records, their requirements, and how to fill them out. Bring along your current production records if you have questions!	<b>Operations: 2120</b>	Food Production Records (2 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>
<b>2 hours</b>	<b>Offer versus Serve (OVS)</b> This interactive course is intended for participants who have a working knowledge of meal pattern requirements. We offer a review of OVS regulations for breakfast and lunch meal service, discuss the benefits and requirements of this rule, and provide clarity on common mistakes and questions that arise when implementing OVS.	<b>Operations: 2220, 2310</b>	Offer vs Serve (2 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>
<b>2 hours</b> 	<b>Crediting Using the Food Buying Guide</b> This course is designed for recipe developers and menu planners. We will provide a refresher of the required math skills needed to calculate the crediting of components from a standardized recipe, project how much of a menu item to purchase by using yield information from the Food Buying Guide (FBG), and perform in-house analyses when yield information is not available from the FBG. Prior understanding of breakfast and lunch meal patterns is required.	<b>Operations: 2150, 2210</b>	Food Buying Guide and Crediting (2 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>


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2 hours 	<b>Standardized Recipes</b> This 2 hour course content was previously covered in the Whole Enchilada. Here we will discuss the importance of standardized recipes, when they are required, and how to create one. Bring along your recipes if you have questions!	<b>Operations: 2110</b>	Standardized Recipes (2 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>
2 hours	<b>Social Media</b> Are you interested in using social media to promote your SFA's Child Nutrition Programs but don't know where to start? This course introduces Twitter, Facebook, and Instagram for business and presents photography and video tips. From creating a powerful profile to crafting the perfect message to staying safe online, we will share what you need to know to get connected! Mobile devices welcome.	<b>Communications / Marketing: 4100</b>	Marketing and Program Promotion (1 hour) + 1 hour elective <b>This course could fulfill a requirement for a Director GOALS Certificate of Excellence.</b>
2 hours 	<b>Build a Better Breakfast</b> Are you interested in starting a school breakfast program or want to revamp your current one? In this course we will discuss how to start a program, with a brief overview of the regulations. Next we will discuss ways to increase participation by explaining the different breakfast service models available. Come ready with ideas and enthusiasm! A firm understanding of the breakfast meal pattern is strongly encouraged prior to attending this course.	<b>Nutrition: 1100</b>	2 hours elective
2 hours 	<b>Farm 2 School</b> Have you ever wondered what Farm to School is all about or how your school can get involved? Farm to School is a movement inspiring the use of locally grown and produced foods in schools. In this course, we will discuss how your school can introduce a farm to school program through school gardens, work with nearby farmers and producers, taste tests, and so much more. Plant the seed of a farm to school program today!	<b>Nutrition: 1130</b>	Farm to School (2 hours) <b>This course is required to obtain a Director GOALS Certificate of Excellence.</b>

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<b>4 hours</b> 	<b>Special Dietary Needs</b> NEW Content! This course was previously 2 hours. Feeling overwhelmed by special dietary requests? This highly interactive workshop will provide the tools and knowledge school nutrition professionals need to develop a plan of action for managing special dietary requests with confidence. Participants will learn about USDA regulations for managing special dietary requests, become familiar with common reasons behind meal accommodations, and participate in group discussions and hands-on activities that focus on developing specific plans of action.	<b>Nutrition: 1160</b>	Special Diets and Food Allergies (4 hours) <b>This course is required to obtain all GOALS Certificates of Excellence.</b>
<b>4 hours</b>	<b>Financial Basics: Resource Management</b> This course is for food service directors/managers, bookkeepers, business managers, or principals with new administrative responsibilities of school nutrition programs or for any employees who wish to have a financial refresher of Child Nutrition Programs. It will focus on understanding the basics of a non-profit food service account, including counting and claiming, meeting Paid Lunch Equity (PLE), completing the Nonprogram Food Revenue Tool, and accounting for revenues and expenditures through the submission of the Annual Financial Report (AFR).	<b>Administration: 3300</b> <b>Operations: 2300</b>	Financial Basics (4 hours) <b>This course is required to obtain a Director GOALS Certificate of Excellence.</b>
<b>4 hours</b>	<b>Meet your Objectives with Procurement and Contract Management:</b> How to get <i>what</i> you need, <i>where</i> you need it, <i>when</i> you need it, without neglecting your budget. Is procurement more than just selecting a distributor, vendor, or supplier? Whether you purchase from a vended meal company, a self-procured prime vendor, or through a buying group or school cooperative, there are common factors such as forecasting, determining product specifications, and overall contract management that all come into play when determining where the majority of your food comes from. We'll utilize group discussion and Q&A to determine solutions for all your common issues, plus learn ways to better utilize your budget. Details about the Procurement Review will also be provided, in addition to ways to utilize the SNT Procurement Manual when developing and troubleshooting your own procurement policies and procedures. Individuals who have direct involvement in any of the items mentioned above are strongly encouraged to attend.	<b>Operations: 2400</b> <b>Administration: 3500</b>	Procurement Training (4 hours) <b>This course is required to obtain a Director GOALS Certificate of Excellence.</b>

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4 hours	<p><b>School Nutrition Accountability Software (SNACS)</b></p> <p>This course is for SFAs that will use SNACS as their school nutrition software for the 2019-2020 school year. To attend this course, the SFA must have access to SNACS and have the required SFA information entered into the software. The course will focus on the basics of SNACS. Attendees will learn how to process free/reduced price meal applications and upload Direct Certification files. Tips for using SNACS will also be shared. SFAs new to SNACS are strongly encouraged to attend as well as any SFAs that used SNACS this past school year.</p> <p>This course has no fee and has a <a href="#">separate registration</a>.</p>	Administration: 3000	Does not apply
4 horas	<p><b>TAPAS en Español</b></p> <p><b>25 de Julio, Milwaukee, Todo Acerca de los Programas Alimenticios Escolares:</b></p> <p>Este curso es para el personal de cocina y ofrece una visión general de los modelos de comidas sobre el desayuno y el almuerzo. Las actividades prácticas destacarán tamaños de las porciones, los subgrupos de verduras y los registros de producción. El curso incluye una revisión moderna y a fondo de Ofrecer contra Servir (Offer vs. Serve) utilizando situaciones prácticas a menudo que se ven en las escuelas.</p>	Operadores de Nutrición: 1100, 1300	Objetivos: Comida formación del patrón (4 horas)
8 hours	<p><b>Child Nutrition Program Basics</b></p> <p>Are you new to the USDA Child Nutrition Programs? Or in need of a good refresher on program requirements? This course provides an overview of the program requirements. This is a great class for new food service directors, business managers, and school administrative and support staff. Learn all that is necessary to successfully administer USDA Child Nutrition Programs.</p>	<p>Nutrition: 1100</p> <p>Operations: 2000</p> <p>Administration: 3000</p> <p>Communications / Marketing: 4100</p>	<p>Child Nutrition Program Basics (8 hours)</p> <p>This course is required to obtain all GOALS <i>Certificates of Excellence</i>.</p>

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8 hours	<b>Free and Reduced Price Eligibility and Verification</b> This course is critical for school agency personnel with responsibilities for determining and/or verifying meal benefits for students. Eligibility topics include up-to-date USDA information regarding distribution of free and reduced application materials, meal benefit approval, direct certification, and disclosure requirements. Verification topics will include detailed information on the verification process and submission of an accurate Verification Collection Report (VCR). This will be an interactive course and engage participants with hands on activities. A <b>beginners class</b> will also be offered at a few locations. This smaller size class is intended for staff with two years or less experience and works at a slower pace.	<b>Administration: 3100</b> <b>Communications / Marketing: 4120</b>	Eligibility, Certification and Verification (8 hours) <b>This course is required to obtain a Director or Manager's GOALS Certificate of Excellence.</b>
8 hours	<b>Nutrition 101</b> This course provides a basic overview of nutrition and helps emphasize the importance of nutrition in daily life. The program offers tools for guiding food choices, information on macronutrients and micronutrients, information to assist you in making good diet decisions, and an overview of nutrition issues in the media. At the end of the course you will be able to understand the Dietary Guidelines for Americans, USDA food guidance concepts, and general nutrition principles.	<b>Nutrition: 1300</b>	Nutrition 101 (8 hours) <b>This course or equivalent is required to obtain all GOALS Certificate of Excellence.</b>
8 hours	<b>ServSafe Course and Exam</b> This course provides six hours of comprehensive training of key food safety concepts ideal for all food service personnel. The course format includes reading aloud from the 7 <sup>th</sup> edition ServSafe Manager book; applying your knowledge to activities from the book; and answering study questions in both individual and group settings. All students take the examination during the last two hours of the course. There is a \$79 cost that includes the 7th edition ServSafe Manager book which is yours to keep at the end of the course, or if you already own the book, you can select the \$38 option and be sure to bring your book to class.	<b>Operations: 2610</b> <b>Administration: 3200, 3450</b>	Food Safety (8 hours) <b>This course or equivalent is required to obtain all GOALS Certificate of Excellence.</b>